



Agency Benefits Coordinator Meeting

Manually running a past collections applied report

Edison Home Page - NavBar

The screenshot shows the Edison Home Page interface. On the left is a sidebar with a list of service categories: Self Service, General Information, Payroll, Human Resources, Time and Labor, Benefits, ELM, FSCM, and Training. Below this is the Edison Service Desk contact information. The main content area features a large landscape image, followed by sections for Edison News Alerts, FAQ, Edison Basics, Edison Help Desk Info, and Troubleshooting Tips. On the right side, there is a table with data and a Report Manager link. A red circle highlights the NavBar icon in the top right corner, with a blue arrow pointing to it from an instruction box.

Instructions

Click on the NavBar icon on the Edison home page.

TNCALCST	General
	2017-01-16-14:57.4
TNCALCST	General
	2017-01-17-14:18.2
TNCALCST	General
	2017-01-12-16:16.2

Report Manager

Edison Home Page - Navigator

The screenshot shows the Edison Home Page interface. On the left is a sidebar with various service links. The main content area features a large landscape image, news alerts, and a FAQ section. On the right is a 'NavBar' with several icons. A red circle highlights the 'Navigator' icon, which is a blue document with a magnifying glass. A blue arrow points from the 'Instructions' callout box to this icon. The callout box contains the text: 'Click on the Navigator icon on the Edison home page.'

Instructions

Click on the Navigator icon on the Edison home page.

Edison Home Page Sidebar:

- Self Service
- General Information
- Payroll
- Human Resources
- Time and Labor
- Benefits
- ELM
- FSCM
- Training

Edison Service Desk:

1-866-376-0104 or 615-741-HELP(4357)
Hours of Operation:
7:00 a.m. to 4:30 p.m. CST
Monday through Friday(except holidays)

Edison News Alerts:
No articles currently available

FAQ:

Edison Basics:

- What is Edison?
- What are the Edison Compatibility Standards?
- Why Passwords Expire Every 90 days?
- Access ID vs Employee ID

Edison Help Desk Info:

- Who is the Edison Help Desk?
- What do we support?
- What is needed when you call the Edison Help Desk?

Troubleshooting Tips:

- Common FileNet Retrieval Tips
- Having Issues Viewing Your Paycheck
- Having issues with pages loading in Edison
- Updating Favorites and Shortcuts To Edison

NavBar:

- Edit My Links
- Navigator
- My Preferences
- Fluid Home

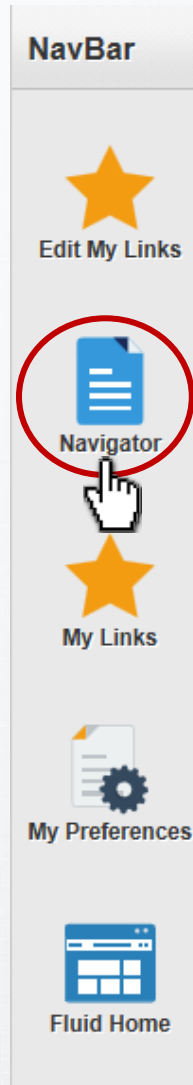
	2017-01-16:15:56.2
TNCALCST	General
	2017-01-15-14:57.4
TNCALCST	General
	2017-01-17-14:18.2
TNCALCST	General
	2017-01-12-16:19.2

Report Manager

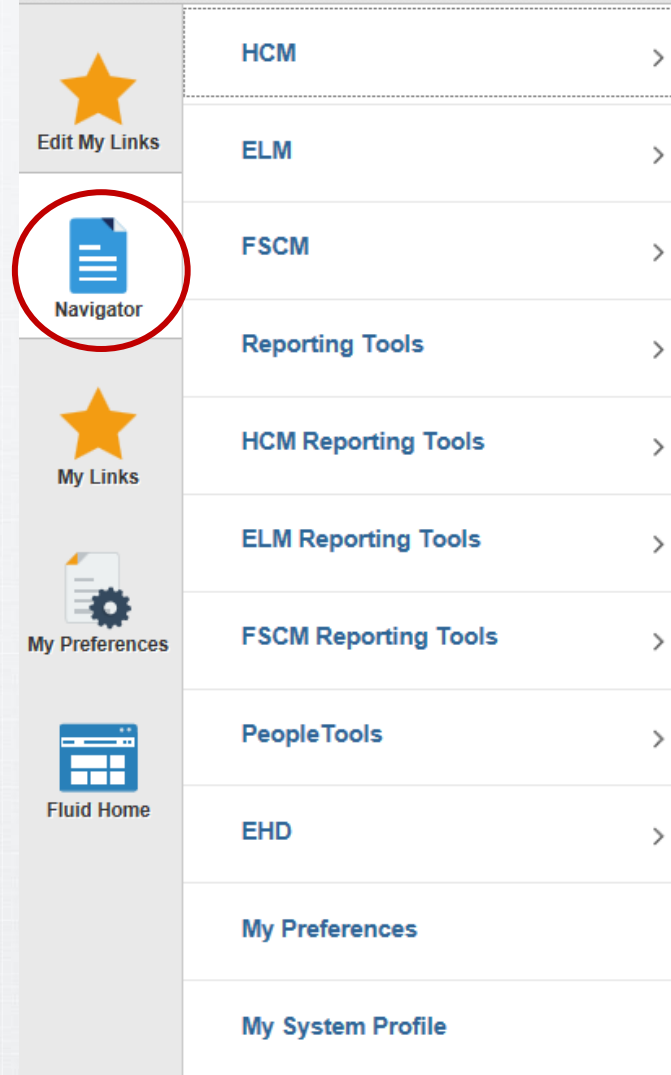
Navigator Menu

Instructions

Click on the
“Navigator” icon in
the NavBar.



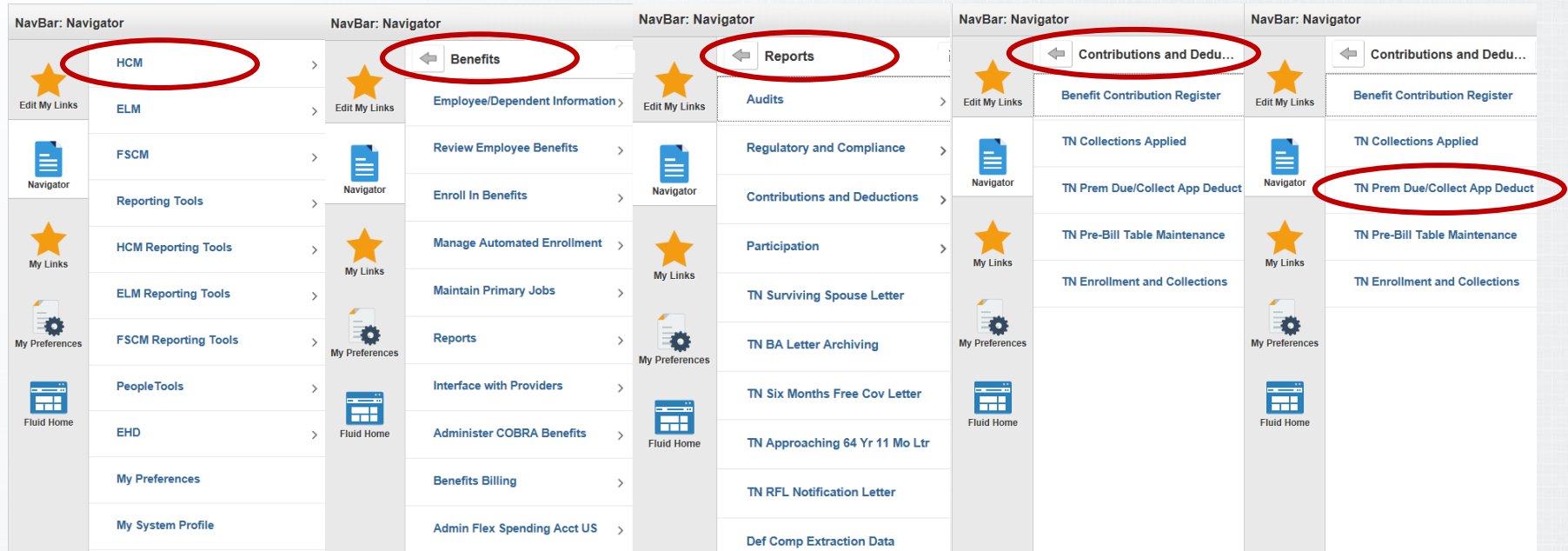
NavBar: Navigator



Instructions

After clicking the
“Navigator” icon
you will view the
Navigator menu.

HCM>Benefits>Reports>Contributions and Deductions>TN Prem/Collect App Deduct



Instructions

Click the “HCM” link on the “Main Menu.”
Then from the “HCM” menu click on the
“Benefits” link. From the “Benefits” menu,
click on the “Reports” link. From the
“Reports” menu, click on the “Contributions
and Deductions” link. Click the “TN Prem
Due/CollectApp Deduct” link.

TN Prem Due/Collect App Deduct

TN Prem Due/Collect App Deduct

Find an Existing Value

Add a New Value

Run Control ID

Add

Find an Existing Value | Add a New Value

Instructions

Click the “Add a New Value” tab if you have **NEVER** run this report.

Once you have created the Run Control ID, you can use the “Find an Existing Value” tab to locate your existing run control.

TN Prem Due/Collect App Deduct

TN Prem Due/Collect App Deduct

Find an Existing Value

Add a New Value

Run Control ID

Add

Find an Existing Value

Add a New Value

Instructions

Create a name for your report and type it in the *Run Control ID* field. You can name it anything you like, except you **CANNOT have any spaces** in the name of your report or you will receive an error later in the process.

TN Prem Due/Collect App Deduct

TN Prem Due/Collect App Deduct

TN Prem Due/Collect App Deduct

Find an Existing Value

Add a New Value

Run Control ID



Add

Find an Existing Value

Add a New Value

Instructions

Click "Add"



Select Agency Dept. Number

TN Prem Due/Collect App Deduct

Run Control ID report

Report Manager

Process Monitor

Run

Report Parameter(s)

Department



☐ On-Cycle

☐ Off-Cycle



Pay Run ID



Instructions

Click on the spy glass to select your Department Number.

This is a number provided by Benefits Administration to your agency.

Save

Return to Search

Add

Update/Display

TN


****If you click on the magnifying glass and a **Department Number** doesn't populate, please contact our service center or create a Zendesk Ticket for assistance.****

Select Department Number


TN Prem Due/Collect App Deduct

Run Control ID report Report Manager Process Monitor **Run**

Report Parameter(s)

Department 

☐ On-Cycle ☐ Off-Cycle ☐ Both

Pay Run ID 

Instructions



Click on your Department Number.

Look Up Department


Search by: Department begins with

Look Up **Cancel** [Advanced Lookup](#)

Search Results

View 100 First  1 of 1  Last

Department
9054900000



Select Both

Process Scheduler Request

Run Control ID report

Report Manager

Process Monitor

Run

Report Parameter(s)

Department 9054900000

☐ On-Cycle ☐ Off-Cycle ☒ Both

Pay Run ID

Instructions

Select "Both"

Save

Return to Search

Add

Update/Display

Select the Date you Wish to See

The screenshot shows a web application interface for 'Run Control ID report'. At the top, there are tabs for 'Report Manager', 'Process Monitor', and a 'Run' button. Below the tabs, the 'Report Parameter(s)' section contains a 'Department' field with the value '9054900000', radio buttons for 'On-Cycle', 'Off-Cycle', and 'Both' (with 'Both' selected), and a 'Pay Run ID' field. At the bottom left are 'Save' and 'Return to Search' buttons. A modal dialog box titled 'Look Up Pay Run ID' is open in the center. It has a search bar with the text 'Pay Run ID begins with 18'. Below the search bar are three buttons: 'Look Up' (circled in red), 'Cancel', and 'Advanced Search'. A hand cursor is pointing at the 'Look Up' button. The 'Search Results' section shows a list of 'Pay Run ID' values: 09NP0131, 09NP0228, 09NP0331, 09NP0430, 09NP0531, 09NP0630, 09NP0731, 09NP0831, 09NP0930, 09NP1031, 09NP1130, 09NP1231, and 09RT0131. Above the list, there are controls for 'View 100', 'First', '1-236 of 236', and 'Last'.

Enter the **Year (18)** of the report you wish to see in the Look Up Pay Run ID Field.

If you do not enter a specific year you will view a list of every year until current.

NOTE: Enter **18** (Year) to view the current year report.
Click "Look Up."

Select the Date you Wish to See

Run Control ID report

Report Manager Process Monitor Run

Report Parameter(s)

Department 9054900000

On-Cycle Off-Cycle Both

Pay Run ID

Save Return to Search

Look Up Pay Run ID

Search by: Pay Run ID begins with 18

Look Up Cancel Advanced Search

Search Results

View 100 First 1-14 of 14 Last

Pay Run ID
18NP0131
18NP0228
18NP0331
18NP0430
18NP0531
18NP0630
18NP0731
18RT0131
18RT0228
18RT0331
18RT0430
18RT0531
18RT0630

18NP0630 Format July 2018 Report

Instructions

The Pay Run ID has a specific format. The first two digits are the year, followed by **NP** for “non-payroll”, followed by two digits for the month and two digits for the last day of the month.

Click the date you wish to see

In this example we want to see the deductions taken from active employees for coverage during the month of **July 2018** so we select **18NP0630**. These deductions will be pulled via ACH from the agency’s account on **7/15/2018**.

Note: Never use **RT** = Blank Report

Click Run

Run Control ID report

Report Manager Process Monitor **Run**

Report Parameter(s)

Department 9054900000

☐ On-Cycle ☐ Off-Cycle ☒ Both

Pay Run ID 18NP0630

Instructions
Click "Run" at the top right.

Save Return to Search Add Update/Display

Select your format (PDF)

[Home](#)TN Prem Due/Collect App Deduct

Process Scheduler Request

User ID **Your Access ID will be here.** Run Control ID report

Server Name PSUNX

Run Date 07/17/2018

Recurrence

Run Time 11:34:52AM

Time Zone

Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	TN Prem Due/Collect App Ded				PDF	Distribution

Instructions

The default format of the report is Adobe PDF. If you prefer to view the report in Microsoft Excel, click the down arrow in the Format field.

OK

Cancel

Select your format (CSV)

[Home](#)TN Prem Due/Collect App Deduct

Process Scheduler Request

User ID **Your Access ID will be here** Run Control ID report

Server Name PSUNX

Run Date 07/17/2018

Recurrence

Run Time 11:34:52AM

Time Zone

Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	TN Prem Due/Collect App Deduct	TN_BA138	SQR Report	Web	CSV	Distribution

OK

Cancel

Instructions

Select CSV to view the report in Microsoft Excel.

Click OK

[Home](#)TN Prem Due/Collect App Deduct

Process Scheduler Request

User ID **Your Access ID will be here** Run Control ID report

Server Name PSUNX

Run Date 07/17/2018

Recurrence

Run Time 11:34:52AM

Time Zone

Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	TN Prem Due/Collect App Deduct	TN_BA138	SQR Report	Web	PDF	Distribution

Instructions

Click "OK"

OK

Cancel

Process Instance - Note

[< Home](#)

TN Prem Due/Collect App Deduct

Run Control ID report

[Report Manager](#) [Process Monitor](#) [Run](#)

Process Instance:7375391

Report Parameter(s)

Department 9054900000

☐ On-Cycle ☐ Off-Cycle ☒ Both

Pay Run ID 18NP0630

[Save](#) [Return to Search](#)

[Update/Display](#)

Instructions


Make a note of the “Process Instance” number.

Report Manager


Run Control ID report [Report Manager](#) [Process Monitor](#) [Run](#)

Process Instance:6009706

Report Parameter(s)

Department 

☐ On-Cycle ☐ Off-Cycle ☒ Both

Pay Run ID 

Instructions

Click the “Report Manager” link at the top.

[Save](#) [Return to Search](#) [Add](#) [Update/Display](#)

Click “Refresh”

< Pre-Bill Group Report **Report Manager**

List Explorer Administration Archives

View Reports For

Folder Instance to **Refresh**

Name Created On Last 1 Days

Reports Personalize | Find | View All | First 1-4 of 4 Last

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 TN_BA138	TN PREM DUE/COLLECT APP DEDUCT	General	07/17/18 11:50AM	4627640	7375391



Instructions

Click “Refresh” until your TN_BA138 link populates under “Reports.”

File list – Click PDF or CSV

[<](#) **List**

Report Index

Report

Report ID 4627640

Process Instance 7375391

[Message Log](#)

Name TN_BA138

Process Type SQR Report

Run Status Success

TN Prem Due/Collect App Deduct

Distribution Details

Distribution Node HRPRD

Expiration Date 08/17/2018

File List

Name	File Size (bytes)	Datetime Created
SQR_TN_BA138_7375391.log	1,900	07/17/2018 11:50:19.644467AM CDT
tn_ba138_7375391.csv	617,419	07/17/2018 11:50:19.644467AM CDT
tn_ba138_7375391.out	3,892	07/17/2018 11:50:19.644467AM CDT

Distribute To

Distribution ID Type	*Distribution ID
User	Your Access ID will be here.

Instructions

Click the middle link in your file list with CSV/PDF at the end of the name. Your report will open up in a new window.

My Reports – Printing Report Home Page of Edison

The screenshot shows the Edison Home Page interface. On the left is a vertical menu with icons and labels for various services: Self Service, General Information, Payroll, Human Resources, Time and Labor, Benefits, ELM, FSCM, and Training. Below this menu is the Edison Service Desk contact information. The main content area features a large landscape image of a mountain range. Overlaid on this image are two red-outlined boxes containing instructions: 'Instructions' and 'Click TN_BA138 link under "My Reports."'. To the right of the main image is a widget titled 'Edison Maintenance Calendar' showing a date range from Sunday Feb 5, 2017, to Saturday Feb 11, 2017, with no events found. Below the calendar is the 'My Reports' section, which contains a table with two columns: 'Report' and 'Folder'. The first row in the table has 'TN_BA138' in the 'Report' column and 'General' in the 'Folder' column. A red oval highlights the 'TN_BA138' link, and a hand cursor icon points to it.

Instructions

Click **TN_BA138** link under
"My Reports."

Edison Maintenance Calendar
Sunday Feb 5, 2017 - Saturday Feb 11, 2017
No events found for the date range.
Full Page View

My Reports

Report	Folder
TN_BA138	General
	2018-07-17-11.50.1

Note: Return to the Home Page of Edison by clicking on the house



File List – PDF or CSV

Report

Report ID 3776131

Process Instance 6009706

[Message Log](#)

Name TN_BA138

Process Type SQR Report

Run Status Success

TN Prem Due/Collect App Deduct

Distribution Details

Distribution Node HRUAT

Expiration Date 03/16/2017

File List

Name	File Size (bytes)	Datetime Created
SQR_TN_BA138_6009706.log	1,728	02/13/2017 6:19:52.044435PM CST
tn_ba138_6009706.PDF	273,190	02/13/2017 6:19:52.044435PM CST
tn_ba138_6009706.out	6,135	02/13/2017 6:19:52.044435PM CST

Distribute To

Distribution ID Type

*Distribution ID

User

Your Access ID will be here.

Instructions

Finally click the second link in the File List section ending in “.PDF” or “.CSV” (depending upon what you selected earlier) to view your report.

Example:

State of Tennessee
Collections Applied Report
for July 2018 Coverage

Department:
Position Number:

Last 4 of
SSN

Emplid Name

Plan Type	Benefit Plan	Benefit Plan Description	Coverage Level	Coverage Level Description	Employer Amount	Employee Amount	Total Amount	Employee Count
Medical	PRPV1E	Premier PPO BCBS East	D	Employee + Child(ren)	0.00	1,009.00	1,009.00	
					0.00	1,009.00	1,009.00	

Page: 1
Run Date 17-JUL-2018
Run Time 12:20:28.000000_PM

Last 4 of SS# Edison ID# & Emp. Name

Position Totals:


Medical PRPV1E Premier PPO BCBS East

D

Employee + Child(ren)

0.00 1,009.00 1,009.00

0.00 1,009.00 1,009.00



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Questions?